

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

June 24, 2003

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**FROM:**       **MARCEL TURNER**, Director  
                  Human Resources

**SUBJECT:   CLASSIFICATION ACTIONS**

**RECOMMENDATION:** Subject to classification review, establish the new classifications included in the 2003-04 Proposed Budget listed below. Establish salary ranges for these new classifications by Minute Order Amendment to the Salary Ordinance.

Department	New classification	Salary range	Representation unit/Group
Arrowhead Regional Medical Center (ARMC)	Patient Observer	23 (\$20,654 - \$26,354)	Technical and Inspection
Human Resources	Human Resources Officer III	73 (\$70,013 – \$89,586)	Exempt, Group C
Public Works	Recycling Specialist	52 (\$41,912 - \$53,477)	Administrative Services

**BACKGROUND INFORMATION:** This recommendation is consistent with actions approved by the Board as part of the 2003-04 budget. Consistent with Human Resources' objective to streamline classification processes, approval of these new classifications is requested concurrent with the budget approval. These actions are subject to Classification review. Human Resources has conducted initial reviews on all of these classifications and generally concurs with the requests. After final review, Human Resources may recommend minor changes without returning to the Board for approval. Such changes are limited to class title, representation unit, the same or lower salary, or use an existing classification instead of creation of a new classification.

The classification Patient Observer will be used at ARMC to meet restraint regulations and better monitor disturbed/suicidal patients. The Human Resources Officer III will assist the Employee Relations Division Chief with negotiations and operations of the division. The Recycling Specialist will assist with the Source Reduction and Recycling element of AB 939 for the purpose of increasing the current 43% diversion credit up to the state mandated 50%.

Fair Labor Standards Act (FLSA) status of new classifications:

- Human Resources Officer III   Exempt
- Recycling Specialist           Covered
- Patient Observer               Covered

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**REVIEW BY OTHERS:** This item has been reviewed by Human Resources (Linda Matthews, Classification Manager) on June 12, 2003; County Counsel (W. Andrew Hartzell, Deputy County Counsel) on June 12, 2003; and the County Administrative Office (Daniel R. Kopp and Kathy Kubesh, Administrative Analysts) on June 16, 2003.

**FINANCIAL IMPACT:** This action only creates the classifications and has no financial impact. The financial impact of adding the required number of budgeted staff in these classifications is included in the 2003-04 departmental budgets.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action because it is required to implement actions in the 2003-04 budget. It also streamlines classification processes and has no additional financial impact.

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** Marcel Turner, Director of Human Resources, 387-5570

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